



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 1500.76
N751
21 July 1998

OPNAV INSTRUCTION 1500.76

From: Chief of Naval Operations

Subj: **NAVY TRAINING SYSTEM REQUIREMENTS, ACQUISITION, AND
MANAGEMENT**

Ref: (a) DODD 5000.1, 15 Mar 96 (NOTAL)
(b) DODR 5000.2-R, 15 Mar 96 (NOTAL)
(c) SECNAVINST 5000.2B (NOTAL)
(d) SECNAVINST 5400.15A (NOTAL)
(e) OPNAV P-751-2-9-97 Training Planning Process
Methodology (TRPPM) Guide (NOTAL)
(f) OPNAV P-751-3-9-97 Training Planning Process
Methodology (TRPPM) Manual (NOTAL)
(g) DOD Manual 7110.1-M, Part 2, May 90 (NOTAL)
(h) OPNAVINST 1500.48 (NOTAL)
(i) Presidential Executive Order 12344 (NOTAL)
(j) OPNAV P-751-1-9-97 Navy Training Requirements
Documentation Manual (NTRDM) (NOTAL)
(k) OPNAV Ltr 4000, Ser N4/4U587220, 4 Apr 94 (NOTAL)
(l) DODD 1430.13, 22 Aug 86 (NOTAL)
(m) MIL-PRF-29612, (NOTAL)
(n) OPNAVINST 1500.51B (NOTAL)
(o) OPNAVINST 1000.16J, (NOTAL)
(p) Department of the Navy, Financial Management Policy
Manual (NOTAL)
(q) OPNAVINST 1550.8B (NOTAL)
(r) OPNAVINST 1500.73 (NOTAL)
(s) Naval Facility Manual P-80, Volume 1 (NOTAL)
(t) NWP 10-1-10 (NOTAL)
(u) OPNAVINST 11102.1 (NOTAL)

Encl: (1) Canceled OPNAV Instructions, Publications, and Forms
(2) Definitions
(3) Acronyms

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1. Purpose

a. To establish policies and procedures and assign responsibilities for training system requirements determination across the entire continuum of Navy training (ashore, pier-side, and afloat) under the guidance of references (a) through (l).

b. To direct use of Training Planning Process Methodology (TRPPM). The TRPPM replaces Military Manpower/Hardware Integration (HARDMAN) Methodology for determining early manpower, personnel, and training (MPT) requirements per reference (e) and (f).

c. To provide guidance for life cycle documentation of training system requirements for total ship, aircraft, equipment, system, subsystem, non-hardware acquisition, and modification programs, including:

(1) Technical training equipment (TTE), training devices (TDs) and simulators.

(2) Operational equipment and technical manuals for training purposes.

(3) Modifications throughout a program's life cycle, from the identification of a change in mission need through development, production, deployment, and disposition.

(4) Electronic systems required for distance learning.

d. To provide guidance for military characteristics (MC) document development.

2. Cancellation. A list of canceled instructions, publications, and forms is provided in enclosure (1).

3. Definitions and Acronyms. The definitions of selected terms are provided in enclosure (2) and acronyms are listed in enclosure (3).

4. Background. TRPPM implements training reform initiatives, introduction of new technologies, joint, and joint service requirements as an integral part of support to the systems acquisition processes by considering their impact on manpower, personnel, and training requirements. First, references (a) and (b) direct MPT requirements planning for new acquisition from early-on program initiation through the human system integration

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(HSI) process. TRPPM-derived MPT resource requirements support HSI by providing input to trade off analyses, test and evaluation, and other methods that ensure affordable and cost effective total life cycle system support. TRPPM also supports the acquisition requirements definition process through the analysis of alternatives and Operational Requirement Document (ORD) per references (a) through (c). TRPPM-derived MPT requirements, including training resources for acquisition support, are defined and documented in a Navy Training System Plan (NTSP) and ORD. The approved documents become the Chief of Naval Operations (CNO) official statement of billets, personnel, and training requirements for introduction and operational deployment of a new or modified system. Finally, the NTSP identifies manpower and training needs, concepts, strategies, constraints, risks, data, resources, and also guides MPT program and budget submissions for the Planning, Programming, and Budgeting System (PPBS).

5. Scope

a. This instruction covers MPT programs developed to support Department of Navy (DON) acquisitions in Acquisition Categories (ACAT) I through IV and other smaller programs as necessary.

b. This instruction also applies to:

(1) Non-developmental items (NDIs) and commercial-off-the-shelf (COTS) Items acquired and procured for DON use, except for the programs funded directly from Marine Corps appropriations.

(2) Navy and Naval Reserve acquisitions, from individual equipment through total ship and aircraft acquisitions (including items transferred to the Naval Reserve).

(3) Non-hardware developments, including automated information systems (AIS).

(4) Officer accession, officer professional, and senior enlisted professional military education programs.

c. This instruction describes the requirements determination process which is to be employed to define the MPT requirements associated with each acquisition. Such requirements must define the full range of the training system and MPT support to be established for the given acquisition, including but not limited to the following:

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(1) Manpower requirements, including civilian manpower if required.

(2) Use of operational equipment for training purposes (e.g., TTE).

(3) Embedded and on-board (in-service) training capabilities.

(4) Per reference (g), TDs and simulators (specific and generic) exceeding \$10 million or 10 percent of the given project's budget, whichever is smaller for research and development projects, \$25 million for aviation procurement appropriations, and \$10 million for other procurement appropriations.

(5) Use and development of technical manuals and other documentation procured to support training, curriculum development, facilities requirements, and development of formal and informal training programs.

(6) Electronic-based training and distance learning.

(7) The development and implementation of Navy formal training programs (regular and reserve) except in the following cases:

(a) Marine Corps unique training programs.

(b) Cryptology TTE support (tactical or strategic); exceptions to the provision of such support are defined in reference (h). Reference (h) augments this instruction.

(c) Naval nuclear propulsion plant operators and maintenance training; development and implementation of such training programs are controlled by the Department of Energy per reference (i).

d. MPT requirements and the support for MPT requirements will be documented in the NTSP per reference (j) or Master Program Plan (MAPP) per reference (k). If MAPP is used, all requirements and guidance of this instruction and reference (j) must be met. The NTSP and MAPP meet all of reference (l) requirements for a TD Development Plan (DP). Both the NTSP and MAPP processes have been developed to accommodate data sharing and digital distribution. The MAPP User's Handbook is available from Commander, Naval Sea Systems Command (COMNAVSEASYS COM).

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6. Discussion

a. Manpower, personnel and training dominate life cycle management costs for a weapon system and are the key to operational readiness. For this reason, it is essential that feasibility, executability, and affordability of MPT plans receive central consideration in design, development, and procurement. In order to meet the paragraph 7 goals, early and continuous addressal is required of design, engineering, and technology alternatives to improving training effectiveness and efficiency while reducing manpower.

b. Resource requirements for MPT support for an acquisition are defined through the TRPPM process prior to the preparation of the NTSP. The TRPPM process includes consideration of training reform initiatives, introduction of new technologies, joint, and joint service requirements. Early in the acquisition process, the MPT analyst must review all aspects of the proposed design for MPT support implications.

7. Goals. New acquisitions shall strive to use tools and processes to improve training and education so that fewer resources are needed to meet given operational performance parameters. The following goals are key to a successful training program:

a. Require fewer people (weapons system operators, maintainers, support, and instructors/staff).

- (1) Reduce manning early in system design.
- (2) Increase the ratio of operators to maintainers.
- (3) Eliminate or reduce minimal skill requirements.

b. Reduce training requirements.

- (1) Reduce equipment-unique training requirements.
- (2) Innovate and enhance instruction (achieve greater levels of expertise in less time).
- (3) Develop models, methods, techniques, simulations, etc., to reduce/eliminate training requirements and cost.

c. Develop re-configurable and adaptive training systems.

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d. For advanced/follow-on training, develop single point of origin with multi-point trainee receipt (distributed learning) capability.

e. Develop enhanced capabilities for realistic, large-scale naval and joint tactical training.

f. Develop in-situ/embedded training capabilities.

g. Enhance ability to provide deployed individual and team training.

h. Develop models and technologies to optimize human ability to learn (cognitive learning methods).

i. Enhance our ability to provide improved leadership, decision making, and core value training.

j. Reduce the exposure of individuals to risks.

k. Improve task endurance of individuals so that attention increases with less fatigue.

l. Increase the breadth of the population that can qualify.

(1) Expand voice recognition capabilities.

(2) Reduce limitations due to physical qualification.

(3) Address learning style differences.

8. Policy

a. Prior to Milestone I a NTSP shall be developed by the appropriate program manager using TRPPM and provide MPT alternatives and alternative impacts in support of the acquisition program's objectives. Functional and/or workload methodology, utilized to define manpower and personnel requirements within the TRPPM process, shall be validated by CNO (N1). The NTSP is an iterative document, which will be updated throughout the acquisition process and at each milestone. MPT cost drivers of the acquisition must be identified, potential improvements established, and parameters critical to system readiness identified. The NTSP shall be forwarded to the TRPPM Advisory Board (established under the TRPPM process) for review prior to Milestone I. After TRPPM Advisory Board review, the NTSP will be forwarded to the program sponsor for approval with CNO (N1) and (N7) concurrence. Whenever the sponsor, CNO (N1),

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and CNO (N7) do not concur, the issues will be addressed at appropriate acquisition milestone decision meetings or program reviews. The NTSP replaces the MPT concept document (MPTCD) and MPT resource requirements document (MPTRRD) previously used under the HARDMAN Methodology.

b. The NTSP effort to support new acquisitions will be based on TRPPM, ISD techniques, and related analyses. System designs which create MPT problems should be modified to eliminate or at least mitigate such problems without adversely affecting the key performance parameters of the system. Officer, enlisted, and civilian manpower/qualification requirements will be reviewed, validated, and identified in the NTSP.

c. Early (pre-Milestone I) FEA of manpower and training requirements to support new acquisitions is required for all systems unless waived by the Office of the Chief of Naval Operations (OPNAV) sponsor. The FEA shall be developed using the TRPPM per reference (e) and (f). TRPPM provides an integrated approach to MPT analysis and planning consistent with the requirements of Department of Defense (DOD) directives, Navy instructions, and logistics support analysis. TRPPM can be used to compare the MPT impacts of design alternatives early in the concept development phase of system planning to assist in the reduction of total ownership cost, as appropriate. Justification of training systems, such as TDs and simulators, technical training equipment and embedded and on-board (in-service) training capabilities, shall be documented in initial NTSPs comparing training alternatives. A media analysis, assessing skills and knowledge identified for training in terms of media attributes required, the technology available, and the training and cost effectiveness of the media options, is required as an integral part of the FEA. The analysis shall be updated as the new acquisition design matures during Milestone I or II. The result of TRPPM analysis shall be identified in the NTSP per reference (j) as the principal document, stating training requirements, manpower billets, personnel, military construction for training, and training support requirements including TTE, TDs and simulators, operational equipment, training materials, and technical manuals.

d. The NTSP is the Navy's training requirements statement and shall be used to justify the MPT program, budget submissions, and to initiate programming actions throughout the acquisition process. Justification will be provided whenever a training plan will cost more than the predecessor system being replaced. Such costs include people, money, time, skills, and equipment. To ensure proper school planning throughout the Future Years Defense

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Program (FYDP), program managers will ensure that the Chief of Naval Personnel is notified of student throughput requirements early in the program planning stage. The MAPP is an option and alternative approach to documenting MPT requirements per reference (k). If MAPP is authorized by the sponsor, all requirements and guidance of this instruction and reference (j) must be met. The MAPP User's Handbook is available at COMNAVSEASYS.COM.

(1) The TD requirements document (TDRD) was previously the means for documenting TD and simulator requirements. A front end analysis (FEA) is necessary to ensure that appropriate training requirements are established. The TDRD information will no longer be reported separately, but will be incorporated into the NTSP per reference (j) to meet the Office of the Secretary of Defense (OSD) requirement for a development plan per reference (1). TDs and simulators which are not stand alone systems shall have the same priority as the associated weapon system acquisition and shall be funded and supported accordingly. TDs and simulators which are to replace existing TDs and simulators shall have a plan for the coordination of the training and phasing in the new TD while phasing out the old. The acquisition agent for the OPNAV-approved TD shall identify TTE supporting the TD as government furnished equipment (GFE) or contractor furnished equipment (CFE).

(2) The requirement for a training effectiveness evaluation (TEE) shall be addressed in the NTSP per reference (j). When required, an individual detailed evaluation plan must be developed by the TEE agent (TEEA) and submitted to the program sponsor for approval. The TEE plan (TEEP) identifies and describes the plan to conduct a TEE to assess the effectiveness of a training system in leading students to achieving program learning objectives. When a training effectiveness evaluation (TEE) is required, an approved TEE plan (TEEP) shall be completed no later than 6 months before planned commencement of the TEE. The initial TEE is conducted 6 months after the first use of the course or after the second course session, whichever occurs later.

(3) Upon determining the extent of the TEE desired, the program sponsor shall select a TEEA. The TEEA shall have no organizational conflict of interest, must possess or be provided dedicated resources, and must be able to report results directly to the program sponsor. The TEEA should have relevant subject matter expertise and the capability to analyze the curriculum and instructional strategies, and the ability to conduct a technical

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assessment of the training system, including preparation and execution of specific tests.

(4) The availability of operational equipment and technical manuals for training purposes (other than training aircraft and expendable ordnance); including interactive electronic technical manuals (IETMs) if appropriate, shall be addressed in the NTSP. Initial production equipment and technical manuals for the new system's delivery and installation schedule must be planned so that trained personnel shall be available for the first operational unit. It shall be policy to provide initial operational equipment and technical manuals to the training commands for those items required to train personnel in the operation, maintenance, employment and support of that equipment. Initial training equipment and necessary support items have a higher installation priority than operational units.

(5) A fleet project team (FPT), as chartered by the program sponsor, is a means by which training agencies (TAs), CNO (N1) and (N7), user activities, and non-users may participate in the design, development, acquisition, acceptance, introduction, and life cycle configuration and modification of weapon and training systems. A FPT shall act in an advisory capacity to the program sponsor and DA in the development, acquisition, acceptance, and validation of the weapon system and the associated training system. The FPT can include other service participants as appropriate to the program. The FPT will act as advisor, reviewer, inspector and tester to validate projected capabilities at certain points in the development program and to assist in the effort to ensure that the end product satisfies the stated requirements in a cost effective manner. Funding support required for FPT members shall be provided by the member's respective parent command, with the exception of Marine Corps members. Marine Corps FPT participation in the development of aviation training systems are funded by the Commandant of the Marine Corps (CMC).

(6) The MC is developed after the media selection process using the guidance of reference (m) and the NTSP. The MC defines the physical and functional baseline characteristics a TD must have to meet the specified training objectives addressed by that component of the instructional system. An MC shall be developed for each approved TD consistent with the acquisition strategy selected by the DA. The MC format is provided in reference (j). A sponsor-approved document, which includes all data required by the MC, can be substituted for the MC. An approved MC is required prior to initiating procurement action for a TD. The MC

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shall be updated as necessary throughout the life cycle of the training system.

(7) TTE and related support requirements will be identified in NTSPs. Additionally, aviation TTE requirements in support of naval training are identified by the training activities in equipment requirement lists (ERLs). The installation of initial training equipment and support items must take place prior to installation at operational units. The developing activity (DA) is to establish and maintain necessary procedures to ensure the equipment and support are available in time to support adequate training before fleet initial operational capability (IOC). The acquisition agent for the OPNAV-approved training system shall identify TTE supporting the training system as GFE or CFE. The management of TTE requires special attention. Submission of form OPNAV 1500/40 (Technical Training Equipment Sustaining (Delivery) and Support Form) per reference (j) is required for replacement, augmentation, and overhaul TTE requests. Submission of form OPNAV 1500/40 is not required for NTSP or ERL TTE. The CM process for TTE identifies all alterations and modifications to equipment that have a training impact. The program manager will plan, program, coordinate, and install all alterations and modifications at training activities prior to fleet installations. Minor repair and calibration (MR&CAL) requirements of general purpose electronic test equipment (GPETE) and special purpose electronic test equipment (SPETE) shall be forecasted by the metrology automated system for uniform recall and reporting (MEASURE) program as the preferred system for new requirements.

(8) NDIs and COTS items are used when such products meet the user's needs and are cost effective over the entire life cycle. TRPPM is used to address front end and trade-off analyses for NDI and COTS programs; an NTSP is required. Requirements shall be stated, to the extent practicable, in terms of required function, performance, or physical characteristics. NDI and COTS are to be evaluated for operational use by considering all aspects of the items suitability for the intended purpose. Due to compressed acquisition times for NDI and COTS programs, significant consideration must be given to logistics support, including training systems analysis input to programmatic decision making. The acquisition strategy shall include development of formal training using reference (m) as a guideline and be tailored to the maximum extent feasible to employ best commercial practices when purchasing commercial products or other NDIs.

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(9) Quality assurance and revalidation (QA&R) inspections are accommodated at the TYCOM level on an as required basis to ensure TD availability and capability. Any guidance necessary should be provided at that level; technical support can be provided by the Naval Air Warfare Center Training Systems Division (NAVAIRWARCENTRASYS DIV).

e. All NTSP information may not be available early in the acquisition process. Thus, it becomes necessary to revise the NTSP to include updated information throughout the life cycle of the program. Page changes shall be allowed to accomplish minor NTSP updates. Per reference (n), approved NTSP resource requirements shall be programmed to ensure that ready for training (RFT) and IOC dates are met and resources sustained over the system's life cycle. Per reference (j), the NTSP will also provide the applicable information on TDs and simulators associated with the new development and required logistics support to ensure the training system and trained personnel are available prior to IOC. Billet training profiles (BTP) shall be included in each Total Ship and Reserve Program NTSP.

f. The DA shall identify the subject matter experts and training requirements analysts necessary to support the MPT analysis of the new acquisition and shall formally establish and define responsibilities for the TRPPM Advisory Board in writing as needed per reference (e) and (f). Participating organizations shall designate qualified members to the TRPPM Advisory Board. This Board shall be chaired by the program sponsor.

g. The NTSP shall be updated prior to Milestone II and provided by the program manager to the program and resource sponsors for review at least 14 days prior to general distribution for comment. After the program and resource sponsors review the document, the program manager will distribute the NTSP to appropriate commands for review at least 60 days before a scheduled Navy Training System Plan Conference (NTSPC). Reviewing commands shall submit NTSP comments and recommended agenda items to the program sponsor at least 14 days before the NTSPC convening date. If comments submitted indicate that a NTSPC is not required, the NTSPC will be canceled.

h. The program sponsor will chair the NTSPC and ensure minutes and action items are provided within 14 days after conference completion.

i. The NTSP shall be updated based on the results of comments received as well as decisions made at the NTSPC and shall be forwarded for approval within 60 days after the NTSPC. If a NTSPC was not held, the NTSP update will be based on the

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comments received and be forwarded for approval within 45 days of the deadline established for receipt of comments.

j. The program manager will forward the updated NTSP to the program sponsor for approval with CNO (N1) and (N7) concurrence. The program sponsor shall approve the updated NTSP within 45 days after receipt. The program sponsor will then return the approved NTSP to the program manager for issuance to all appropriate commands. The approved NTSP shall be available by the earlier date of the following (see paragraph 8.1 for NDI and COTS program schedule guidance):

(1) Milestone II.

(2) Commencement of operational evaluation (OPEVAL) of the weapon system.

(3) 75 months prior to training system IOC if military construction is required.

(4) 6 years prior to IOC if major program (ACAT I or II) TD research development test and evaluation (RDT&E) is required.

(5) 4 years prior to IOC for major program follow-on TDs and simulators.

(6) 4 years prior to IOC for less than major programs.

(7) 4 years prior to IOC if TTE is required.

(8) 28 months prior to IOC if new billets are required.

k. The program sponsor is the approval authority for requests for deviation from the above requirements, and will develop alternative training plans when modified acquisition approaches for operational equipment and technical manuals are identified. Per references (e) and (f), the OPNAV sponsor is also the approval authority for requests to waive the use of TRPPM, with CNO (N7) and (N1) concurrence. If there is no agreement, the issues will be addressed at appropriate acquisition milestone decision meetings or program reviews.

l. An NTSP for NDI and COTS programs shall be provided by the program manager to the program sponsor for review at least 6 months before IOC of the system or equipment. After the program sponsor reviews the document, the program manager shall distribute the NTSP to appropriate commands for review at least 30 days before the NTSPC. These organizations should submit

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comments on the NTSP and recommended agenda items for the NTSPC at least 14 days before the convening date. If comments submitted indicate that a NTSPC is not required, the NTSPC will be canceled by the program sponsor. If a NTSPC is held, the NTSP shall be updated based on the results of all comments received, and shall be forwarded to the program and resource sponsors for approval within 30 days after the NTSPC. If a NTSPC is not held, the NTSP shall be updated based on the comments received and forwarded for approval within 30 days of the deadline established for receipt of comments. The program manager will forward the NTSP to the program sponsor for approval with CNO (N1) and (N7) concurrence. The program sponsor shall approve the NTSP within 30 days after receipt. The program sponsor forwards the approved NTSP to the program manager for issuance to all appropriate commands. The approved NTSP shall be available at least 3 months prior to IOC of the system being acquired.

m. Approved NTSPs will be distributed to appropriate commands via diskettes and/or hard copy. A minimum required Standard Navy Distribution List (SNDL) for NTSPs is provided in reference (j).

n. A Navy Training Requirements Review (NTRR) addresses training requirements across a rating. It helps to ensure that NTSP requirements are included in the appropriate rating training continuum. The NTRR and NTSP can validate each other's requirements every three years.

o. The following list summarizes requirements by milestone.

(1) TRPPM and NTSP.

(a) Post Milestone O: Concept Exploration Phase:

1. Conduct initial TRPPM.
2. Develop NTSP.
3. Complete TRPPM Advisory Board Review of the NTSP.
4. Obtain CNO (N1) and (N7) review and concurrence.

(b) Post Milestone I: Program definition and risk reduction phase:

1. Complete TRPPM update.

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2. TRPPM Advisory Board review and provide comments and recommendations to NTSP.

3. Convene NTSPC, if required.

4. Update NTSP based on NTSPC decisions or comments received if no NTSPC is held.

5. Program manager forward NTSP to program sponsor for approval.

6. Program sponsor approve NTSP with CNO (N1) and (N7) concurrence.

7. Program manager issue approved NTSP.

(c) Post Milestone II: engineering and manufacturing development phase:

1. Program manager review NTSP semiannually.

2. Update NTSP as required.

(d) Post Milestone III: production, fielding/deployment, and operational support phase:

1. Program manager review NTSP annually.

2. Update NTSP as required.

(2) NDI and COTS program requirements for completion during Milestone III, production, fielding/deployment, and operational support phase.

(a) Develop Part I of NTSP.

(b) Obtain TRPPM Advisory Board review and comment on Part I of the NTSP.

(c) Develop complete NTSP, as needed.

(d) Distribute NTSP to principals for comment.

(e) Update NTSP.

(f) Convene NTSPC, if required.

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(g) Update NTSP based on NTSPC decisions, or on comments received if no NTSPC is held.

(h) Program manager forward NTSP to program sponsor for approval.

(i) Program sponsor approve NTSP with CNO (N1) and (N7) concurrence.

(j) Program manager issue approved NTSP.

(k) Update NTSP as required.

9. Roles and Responsibilities

a. **Deputy Chief of Naval Operations (DCNO) (Manpower and Personnel) (N1).** The OPNAV Principal Official (OPO) responsible for performing the following functions for manpower and personnel: coordinating with the warfare and mission sponsors and the DA to determine and identify manpower and personnel requirements, supporting requirements in the NTSP and PPBS processes, managing the quality and distribution of authorized manpower, monitoring manpower and personnel classification systems, and coordinating policy matters authorizing only those manpower requirements that can be fulfilled by qualified personnel on a long term basis. CNO (N1) will:

(1) Evaluate the impact of the acquisition program on total Navy MPT. Such evaluation will address costs, and ensure compatibility with approved long range MPT strategies.

(2) Review and validate new manpower requirements identified in the NTSP for impact on active and reserve communities and assist with NTSP development by matching knowledge and skills required to the knowledge and skills available in the current and projected occupational personnel skills inventories.

(3) Conduct occupational task analyses as specified by CNO in support of the new development listed in the NTSP.

(4) Provide data from the Navy Occupational Data Base (NODB) to cognizant OPOs, program managers and DAs in support of manpower and training requirements determination and validation.

(5) Ensure training requirements listed in NTSPs are included in officer and enlisted school plans, and assign Navy Enlisted Classification (NEC) Codes when requested by the DA.

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(6) Participate in the NTSPC.

(7) Provide concurrence for NTSP approvals.

(8) Assist in developing manpower requirements and manpower documents such as the preliminary ship manpower document (PSMD), preliminary squadron manpower document (PSQMD), and activity manpower document (AMD). Identify any factors that could prevent adequate manning of billets in the future.

(9) Select and assign requisite numbers and quality of Navy personnel to billets funded by the cognizant program sponsor and document this information in the appropriate AMD. Advise all other NTSP principals of any inability to assign personnel to these billets.

(10) Process new manpower requirements identified in the NTSP as per reference (c).

(11) Serve as TRPPM Advisory Board Member and participate on FPTs and NTSPCs.

(12) Review, provide procedural guidance, and validate statements of manpower requirements and methodologies used to develop the manpower requirements identified in the NTSP and in the TRPPM process.

b. **Director of Naval Training (CNO (N7)).** The OPO responsible for training policy and serves as a training resource sponsor. CNO (N7) will:

(1) Evaluate the impact of the acquisition program on total Navy MPT. Such evaluation will address costs, and ensure compatibility with approved long range MPT strategies.

(2) Issue and revise as needed, policies and procedures for conducting training planning and development guidelines for all training products.

(3) Establish, update, and interpret TRPPM program policies and procedures, and provide procedural guidance in the use of training methodology by program managers.

(4) Serve as a TRPPM Advisory Board member and participate on FPTs and NTSPCs.

(5) Provide TRPPM training capability to Program Executive Offices (PEOs)/System Commands (SYSCOMs)/Direct

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Reporting Program Managers (DRPMs) so that they can conduct TRPPM training.

(6) Designate the appropriate TA to evaluate proposed training methodologies.

(7) Coordinate support efforts of Navy offices and commands and provide final adjudication of unresolved NTSP policy and process issues.

(8) Provide concurrence for NTSP approvals.

(9) Provide appropriate liaison with OSD, Joint Staff, and other services and ensure consideration of joint and joint service requirements.

(10) Ensure consideration of advanced and innovative technology delivery systems to support ongoing training initiatives.

c. **Director of Naval Reserve (CNO (N095))**. Responsible for chairing the NTSPC and subsequent approval of the NTSP for all Naval Reserve NTSPs. Ensures applicable NTSP requirements are addressed in the issuance of all Naval Reserve NTSPs and that all NTSPs address Naval Reserve requirements.

d. **Program Sponsor**. The OPO responsible for determining program objectives and time-phased support requirements and for appraising programs, readiness and military worth for a given weapon system function or task in support of the goals and objectives of the appropriate resource sponsor, if assigned separately. The program sponsor provides day-to-day OPNAV management of assigned programs by acting as the central point of contact for the hardware systems coordinators, resource sponsor and the appropriation sponsor as necessary. The program sponsor will:

(1) Identify manpower and training requirements in program planning and initiation documents using the TRPPM for all new developments, acquisitions, and weapon/non-weapon system training systems.

(2) Assess MPT supportability of all acquisitions and provide final resolution, in concert with resource sponsors/CNO (N1)/CNO (N7), for all MPT issues.

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(3) Conduct a baseline assessment on new systems to ensure that MPT resources are adequately defined early in the developmental process.

(4) Ensure that MPT requirements for new systems are updated as designs and schedules change.

(5) Oversee the preparation of NTSPs and conduct reviews.

(6) Provide NTSP numbering per reference (j).

(7) Maintain a list of NTSPs to be developed, updated, or canceled under his or her cognizance in the current and following year, including dates and locations of anticipated NTSPCs. Additionally, track the implementation status of approved TEEs for training systems.

(8) The approved NTSP is a life cycle document and shall be reviewed by the program manager semiannually for accuracy and for compliance with NTSPC action items and recommendations between Milestones I and III. After Milestone III, approved NTSPs will be reviewed annually to consider whether or not program changes necessitate an update to the NTSP.

(9) Approve requests for deviation from NTSP guidance and develop alternative training plans when alternative acquisition approaches for operational equipment and technical manuals are identified (i.e., when initial items cannot be sent to the training command).

(10) Determine requirements for a NTSP and NTSPC. Chair NTSPCs and issue appropriate minutes/action items.

(11) Chair TRPPM Advisory Boards.

(12) Approve NTSPs with CNO (N1) and (N7) concurrence. Whenever the sponsor, CNO (N1), and CNO (N7) do not concur, the issues will be addressed at appropriate acquisition milestone decision meetings or program reviews.

(13) Oversee the MC process and approve MCs prior to procurement of the TD.

(14) Identify NTSP changes required as a result of programming, reprogramming, budget changes, development or production schedule changes, equipment modifications, life cycle maintenance and management changes impacting training, and transfer to the Naval Reserve, etc. Advise all other NTSP

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principals of circumstances and requirements for changes and initiate an NTSP update if significant changes exist.

(15) Monitor and evaluate NTSP implementation and the quality of training provided.

(16) Where applicable, ensure that training system development is supported by a TEE, a TEEA is assigned, and deficiencies identified during a TEE are tracked/corrected.

(17) Charter a FPT for training system acquisitions and life cycle support, as needed. Designate a chairperson and assign members or request the appropriate DA and TA to submit a proposed membership. Ensure that joint and joint service requirements and participation, as necessary, are addressed.

(18) Review and approve DA funding for form OPNAV 1500/40 TTE requirements.

(19) Make appropriate programming submissions and support the programming and budgetary process to implement approved NTSPs.

(20) With CNO (N7) and (N1) concurrence, approve waivers for use of TRPPM per reference (e) and (f).

(21) Oversee the MC development process and approve the document prior to initiating training procurement action. If MAPP is used, all requirements and guidance of this instruction and reference (j) must be met.

e. Resource Sponsor. The OPO responsible for an identifiable aggregation of resources which constitute inputs to warfare and supporting warfare tasks. As such, the resource sponsor is responsible for interrelated programs or parts of programs found in several mission areas. In the accomplishment of this responsibility, resource sponsors program resources assigned to their respective areas and exercise the necessary liaison with appropriate program and appropriation sponsors to ensure the establishment of effective and balanced programs within fiscal guidance. The resource sponsor will:

(1) Provide funding for the early and continuing identification of MPT requirements for all acquisitions. Ensure that TDs and simulators are given equal priority with the principal weapon and/or training system.

(2) Participate in NTSPCs as necessary and provide NTSP concurrence.

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(3) Make appropriate programming submissions and support the programming and budgetary process to implement approved NTSPs per reference (o) and (p).

(4) Plan and program TD and simulator resource requirements and the resources required to conduct approved TEEs (except TEEA membership participation).

(5) Fund TTE based on the program sponsor Program Objective Memorandum (POM).

(6) Due to the compressed timing for NDI and COTS, training funding availability must be addressed.

f. **Program Manager (PM).** The PM is directly responsible for the acquisition of a weapon system and its associated integrated logistics support (ILS). PMs provide assessment of program status and risk to higher authorities and actively manage and provide assessment of contract and contractor performance. They have authority, responsibility, and accountability for managing their assigned programs per reference (a) through (c). The PM will develop a NTSP, TEEP and MC or MAPP. If MAPP is used, all requirements and guidance of this instruction and reference (j) must be met.

g. **Training Support Agency (TSA).** The TSA is an activity with fiscal responsibility for supporting the TA by providing material and other forms of support within the cognizance of the office, command, or headquarters involved. If research, development, and acquisition are involved, the TSA will be the DA (i.e., SYSCOM, PEO or DRPM) who, by reference (p), is assigned funding responsibility for all investments and expense costs (i.e., procurement, installation, removal and reinstallation, initial training, and manuals) required to turn over a useable end item and allow the TA to acquire the capability for training. All TSA responsibilities for acquisition programs accrue to either the DA or the SYSCOM supporting the DA. The TSA will:

(1) Require that PMs use TRPPM analysis to identify MPT requirements for Navy acquisitions beginning at program initiation and provide guidance and assistance as required to subordinate commands in their application of the TRPPM program.

(2) Serve as a TRPPM Advisory Board member.

(3) Ensure responsibilities are transferred from the PM (for acquisition) to life cycle manager (for life cycle support requirements), when applicable.

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(4) Coordinate training support actions within the respective systems command and ensure safety and occupational health training requirements are addressed, as required.

(5) Provide the TA with adequate information to enable timely determination of the training requirements for initial operational equipment and technical manuals for training purposes and as appropriate include TA participation in the development of precommissioning training.

(6) Program and budget resources to develop, procure, deliver, install, overhaul, and modernize TTE, TDs and simulators and other training material requirements identified in the NTSP per reference (p).

(7) Program and budget resources for required curricula and training materials development using reference (m) as a guideline and as identified in the NTSP. When contracting for the development of training systems, include requirements specified by the TAs in the NTSP and provide for in-process review and concurrence by the TA and program sponsor of training curricula and material using reference (q) as a guideline.

(8) Prioritize execution year and out year TTE support requirements jointly with the TA. Forward all funding requests to the OPNAV sponsor for POM submission.

(9) Identify TTE modernization requirements in order to coincide with operational equipment alterations. Provide funding for installation of TTE modifications and ensure necessary modification kits, support equipment and documentation are procured for affected TTE.

(10) Ensure consideration of joint and joint service requirements.

h. Training Agency (TA). An activity exercising command of and providing support to some major increment of the Navy's formalized training effort such as: Commander in Chief, U.S. Atlantic Fleet; Commander in Chief, U.S. Pacific Fleet; CMC; Chief of Naval Education and Training (CNET); Chief, Bureau of Medicine and Surgery; and Commander, Naval Reserve Force. Once a training course has been approved, the TA assumes responsibility for follow-on training as long as the course is required. Close communications between the DA and TA during NTSP or MAPP development is essential. The TA will:

(1) Provide input to and review NTSPs or MAPPs for feasibility of the training concept and adequacy of training

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logistics support requirements. Ensure consideration of advanced and innovative training technologies and techniques to enable accomplishment of the goals stated in paragraph 6. Identify instructor-to-student and instructor-to-equipment ratios. Participate in acquisition and logistic forums and in the development of the NTSPs affecting TAs and programs within the cognizant or affected school command.

(2) Assist the DA during the definition of training support requirements, by providing data to: finalize the training concept; identify least cost/most effective instructor-to-student and student-to-equipment ratios; and identify new and existing training resources required by the TA (e.g., billets, TTE, training material, facilities, SPETE).

(3) Coordinate with the cognizant program sponsor in designating training sites and locations for the training programs under the cognizance of the TA.

(4) Identify to the DA the commercial item descriptions (CIDs) and other data required for development of training curricula.

(5) Review training curricula and material developed by the DA, ensuring initial training is adequate and compatible with follow-on training and the requirements of reference (n).

(6) Assist in determining the impact of new skills or technology changes in the occupational classification system to ensure appropriate skills and technology are incorporated in updated school curricula.

(7) Assess the quantities of initial operational equipment and technical manuals required for training and advise the DA. Address the use of automated media for technical manuals.

(8) Serve as a TRPPM Advisory Board member.

(9) Participate in NTSPCs.

(10) Maintain currency of on-board (in-service) training as identified in NTSPs.

(11) Program and budget for training material requirements contained in the NTSPs per reference (p).

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(12) Identify, program and budget training resource requirements for follow-on training. Participate in initial training and implement follow-on training.

(13) Identify, program and budget training resources for replacement of training equipment, and other training material when outside the scope of the TSA responsibilities, or identify additional training sites outside the scope of the NTSP.

(14) Advise cognizant program sponsor and other NTSP principals of key progress, slippage and revisions affecting implementation of the NTSPs, and recommend actions required to improve training during development and implementation.

(15) Provide assistance to the DA in determining and satisfying technical training requirements related to Reservists.

(16) Execute the transfer of responsibility for TDs and simulators and TTE with the designated DA after acceptance testing and delivery.

(17) Participate in conducting TEEs.

(18) Notify DAs of excess TTE per reference (j).

(19) Plan, program, and budget necessary resources for organizational and intermediate level maintenance of TTE and for relocation of TTE, when outside the scope of TSA responsibilities per reference (j). Program and budget approved resources for calibration and organizational repair of training equipment through depot level per reference (p).

(20) Support SYSCOMs in the establishment and implementation of TTE and TD inventory and configuration management programs.

(21) Together with the DA, prioritize execution year and out year TTE support requirements including overhauls.

(22) Submit all sustaining requirements for TTE support to the TSA using form OPNAV 1500/40, per reference (j). Provide copies to program sponsors and CNO (N7) except for new and modernization TTE requirements already documented in NTSPs and ERLs.

(23) Provide assistance to the DAs in the identification of requirements to implement, prioritize and schedule required TTE changes.

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(24) Participate in FPTs.

(25) Participate in the development of MCs.

(26) Participate in the development of embedded training per reference (r) as a guideline.

(27) Assist in the development and review of any contractor developed training syllabus.

(28) Assist the DA in the development and review of trainer performance acceptance criteria.

(29) Provide guidance to the TSA on factors influencing the selection of where training will be conducted, presentation environment, presentation technique, and presentation media.

(30) Participate in the development of precommissioning training.

i. **Naval SYSCOMs.** Reference (d) assigns roles and responsibilities to SYSCOMs.

j. **Program Executive Officer (PEO).** A military or civilian official who has primary responsibility for directing several ACAT I programs and for assigned ACAT II, III and IV programs. A PEO has no other command or staff responsibilities within the component, and only reports to and receives guidance and direction from the DOD Component Acquisition Executive. PEOs receive program functional support (engineering, logistics, contracting, accounting, legal, etc.) from SYSCOM Commanders. Under the direction of the PEO, assigned program managers may assume the duties and responsibilities of TSA and DA for system development or acquisitions. For PEOs having responsibility for ship and aircraft acquisition and life cycle management, the PEO will coordinate with all program managers and DAs providing systems, subsystems, and equipment to the ship and aircraft to ensure that training goals, objectives, responsibilities, and schedules are defined.

k. **Direct Reporting Program Manager (DRPM).** A PM who is responsible for administering an assigned major acquisition program and reports directly to the Navy Acquisition Executive (NAE) for such programs. DRPMs receive program support from SYSCOM Commanders when necessary.

l. **Developing Activity (DA).** The PEO, DRPM, SYSCOM or Marine Corps Research and Development and Acquisition Command

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(MCRDAC) designated by NAE in accordance with reference (d) to undertake the management and technical responsibility for assigned acquisition programs, including timely budgeting and allocation of resources. The DA is responsible for identifying and planning all system requirements, including the development of the NTSP or MAPP, manpower documents and for ensuring the inclusion of MPT resource requirements in the PPBS to include NDI and COTS. If MAPP is used, all requirements and guidance of this instruction and reference (j) must be met. The DA:

(1) Ensures program managers are chartered with the authority and responsibility to identify training system requirements, programming, budgeting and acquisition of the total training system as an integral support element of the assigned weapon system.

(2) Establishes early program liaisons with other SYSCOM/PEO/DRPM offices, DAs, PMs, TAs, and the Navy Manpower Analysis Center (NAVMAC) for programs that interface with the new development. Advises cognizant program managers, via the chain of command, of any unresolved issues.

(3) Supports the FPT process as follows: recommends establishment of the FPT to the program sponsor for early participation in the acquisition process; provides the program sponsor, TA, and FPT members with an advance schedule of conferences, budgetary planning for travel, and per diem funds required; keeps the FPT apprised of the status, planning, changes, and progress of pertinent TDs and simulators; reports on and coordinates the recommended changes resulting from conferences which recommend modifications of characteristics, costs, or lead times for sponsor approval prior to incorporation; conducts acceptance tests in concert with the FPT; accepts the TD from the contractor; and confirms the TD is RFT to the program sponsor via the FPT and TA with copies of the report to CNO (N7).

(4) Coordinates training support actions within the respective SYSCOM and ensures safety and occupational health training requirements are addressed, as required.

(5) Conducts pre-Milestone I MPT analysis using TRPPM and recommends the need for a NTSP to cognizant program sponsor.

(6) Establishes TRPPM Advisory Board, per reference (e) and (f) as needed.

(7) Conducts analyses to define qualitative and quantitative manpower requirements, and training system requirements for introducing new developments in to the fleet.

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(8) Identifies and submits requests for new officer and enlisted classification categories needed to support new developments per reference (o).

(9) Identifies and implements approved training resource requirements.

(10) Establishes training systems as required for follow-on training.

(11) Establishes and maintains necessary procedures to make the equipment and support available in time to ensure adequate training prior to fleet IOC.

(12) Provides a list of NTSPs to be developed, updated, or recommended for cancellation in the current and following year to cognizant SYSCOMs in situations where the DA is other than the SYSCOM.

(13) Develops NTSPs as directed by cognizant program sponsor and ensures distribution to the NTSP principals.

(14) Announces, hosts, and provides administrative support for NTSPCs when directed by the cognizant program sponsor. Forwards to program sponsor an updated NTSP reflecting changes made at NTSPC.

(15) Conducts regular reviews of NTSPs and associated programs. Identifies changes resulting from reprogramming, budget changes, development, production schedule changes, and equipment modifications or transfers to the Naval Reserve.

(16) Advises cognizant program sponsor and other NTSP principals of key progress, slippage, and revisions affecting development or implementation of NTSPs.

(17) Develops on-board (in-service) training as identified in the NTSPs.

(18) Programs and budgets resources for required curricula and training materials development using reference (m) as a guideline and as identified in the NTSP. When contracting for the development of training systems, includes CIDs or other data requirements specified by the TAs in the NTSP, and provides for in-process review and concurrence by the TA and program sponsor of training curricula and material using reference (q) as a guideline.

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(19) Programs and budgets resources to provide initial or other specified contract training identified in the NTSP. Coordinate with the TA responsible for follow-on training. If required, arrange interservice contract training support per reference (p).

(20) Provides for alteration, conversion and restoration of TA facilities when installing and removing training equipment per references (p) and (s).

(21) Programs and budgets resources to develop, procure, deliver, install, overhaul, and modernize TTE, TDs and simulators and other training material requirements identified in the NTSP per reference (p).

(22) Provides technical manuals and documentation for use in initial and follow-on training.

(23) In concert with the TSA, provides the TA with adequate information to enable timely determination of the training requirements for initial operational equipment and technical manuals for training purposes.

(24) Provides the TA all curricula materials, technical manuals, maintenance requirement cards (MRCs), maintenance index pages (MIPs), and maintenance assist modules (MAMs) for training equipment.

(25) Provides the TA with initial outfitting of repair parts for new or modified training equipment in time to meet ready for training (RFT) dates.

(26) Participates in TEEs as requested by the program sponsor.

(27) Submits funding requirements to the appropriate sponsor for TTE sustaining and support requirements approved via OPNAV 1500/40, per reference (j).

(28) Provides review results feedback of form OPNAV 1500/40 on TTE sustaining and support requirements to TAs, with copies to sponsors and CNO (N7).

(29) Prioritizes execution year and out year TTE support requirements jointly with the TA. Forwards all funding requests to the OPNAV sponsor for POM submission.

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(30) Per reference (p), plans, programs, budgets, and procures approved TTE and related support, including TTE depot level support for 1 year after RFT.

(31) Identifies TTE modernization requirements in order to coincide with operational equipment alterations. Provides funding for installation of TTE modifications and ensures necessary modification kits, support equipment and documentation are procured for affected TTE.

(32) Provides the TA with disposition instructions for excess TTE.

(33) Provides TTE technical assistance when requested by the TA via casualty report (CASREP) message submitted per reference (t).

(34) Prepares the draft MC or enters TD data in MAPP, coordinates draft review, forwards the proposed TD data to appropriate sponsor for approval and distributes as appropriate upon approval. If MAPP is used, all requirements and guidance of this instruction and reference (j) must be met.

(35) Provides engineering and technical services, as needed.

(36) Funds and procures prefaulted modules (PFMs), fault insertion devices (FIDs) and operational/diagnostic software for training equipment.

(37) Compiles GPETE requirements for new acquisitions and submits to COMNAVSEASYSCOM for acquisition through the Shore Test Equipment Allowance Program (STEAP). Funds and procures SPETE and special purpose tools prior to the RFT date. Funds, requisitions and delivers electronic test equipment (ETE) to the training activity prior to the RFT date.

(38) Develops planned maintenance system (PMS) for NDI and COTS items.

(39) Ensures consideration of joint and joint service requirements.

(40) Participates in the development of precommissioning training to ensure that training is consistent with the philosophy and content of the Navy-owned life cycle training.

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(41) Ensure consideration of advanced and innovative training technology.

(42) Identifies NDI and COTS training requirements.

(43) Maintains current list of approved NDI and COTS items.

(44) Develops weapon system embedded training and maintains life cycle support of this embedded training using reference (r) as a guideline.

(45) Ensures responsibilities are transferred from the program manager to life cycle manager for life cycle support requirements, when applicable.

m. **Training Effectiveness Evaluation Agent (TEEA).** The TEEA is designated by the program sponsor. This function can be assigned to an individual or an activity, but the TEEA must have no organizational conflict of interest, must possess or be provided dedicated resources, and must be able to report results directly to the program sponsor. The TEEA could be the TA, sponsor, DA, SYSCOM, contractor, or a team of personnel from these organizations (with a designated lead activity). Results of a TEE will be provided in a letter signed by the senior member of the TEEA or lead activity.

n. **TRPPM Advisory Board.** The TRPPM Advisory Board is composed of subject matter experts (SMEs) appointed by the DA to provide assistance in the identification and validation of MPT requirements. The board is chaired by the program sponsor and provides inputs to improve NTSPs as required. The DA formally establishes the board early in the acquisition per reference (e) and (f). The board is not required to meet formally to carry out its functions. Telephone conference calls, video teleconferencing or correspondence exchange may suffice.

o. **Fleet Project Teams (FPT).** A team of knowledgeable representatives from the fleet or other user and interested non-user activities, consisting of qualified military and civilian personnel will participate on the FPT. They are responsible to the program sponsor for assisting and advising the DA in technical, operational, tactical, and fleet specific matters relative to the training system design, development, test and acceptance for inclusion in the NTSP. The FPT will:

(1) Maintain a correspondence file for the training system.

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(2) Provide guidance to the DA on the requirements of command(s) concerned. Submit unresolved training system changes to the program sponsor via the TA and DA for resolution.

(3) Assist in developing and reviewing the training syllabus, if contractor developed.

(4) Assist the DA in the development and review of trainer performance acceptance criteria.

(5) Provide operational data to the DA when requested. Inform the DA, in writing, of known changes in operational procedures, tactics, planned operating environment, training concept, syllabus, and training plans which may have an effect on the trainer capabilities and delivery date.

(6) Perform operational mission profile maneuvers on the trainer to determine performance and provide a report to the DA.

(7) Recommend validation of the RFT date to the appropriate TA via the DA and assist the TA in accepting the training system. The applicable Training Equipment Facility Requirements (EFR) Plan per reference (u) is used in this process.

(8) (Chairman) Submit a list to the DA and all participating commands identifying training system deficiencies, which, if corrected, would make it RFT.

(9) Receive comments and recommendations from operating units and/or TAs concerning definitive problem areas related to the training system, which adversely affects user training plans and programs, and forward comments to the DA.

(10) Ensure consideration of advanced and innovative training technology.

(11) Participate in the development of precommissioning training. Ensure that precommissioning training is consistent with the philosophy and content of the Navy-owned life cycle training.

(12) (Chairman) Notify parent commands of FPT members of the requirement to promptly appoint replacements, if necessary.

(13) (Chairman) Ensure all team members are aware of the development and acquisition status of the training system and

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that all changes are properly issued and reviewed by the team members.

(14) (Chairman) Report in writing to the DA the results of conferences, reviews, and meetings highlighting direction given and decisions made. Unresolved issues between the FPT and the DA are to be reported to the program sponsor.

(15) Attend appropriate conferences, reviews, and meetings which should include the following as a minimum: review of training system-related documentation, training syllabus, specifications, ILS; TEEP and EFR; technical and mock-up reviews; in-plant preliminary inspection, test and checkout; determination of training system RFT status; and training system maintenance review.

p. Deputy Assistant Secretary of the Navy for Civilian Personnel/Equal Employment Opportunity (DASN (CP/EEO)). Reviews and validates new civilian manpower/qualification requirements identified in the NTSP.

q. Commandant of the Marine Corps (CMC). For joint Navy and Marine Corps training programs, directs and coordinates the development and implementation of the CMC manpower planning system to:

(1) Write or review the Table of Organization, as necessary.

(2) Validate Marine Corps skills and manpower requirements listed in the NTSP for new developments.

r. Marine Corps Combat Development Command (MCCDC). For joint Navy and Marine Corps training programs, participate in development and reviews NTSPs for new developments. The MCCDC will:

(1) Attend all NTSPCs pertinent to joint Navy and Marine Corps training programs.

(2) Submit unified Marine Corps response to the OPNAV sponsor recommending improvements to Navy training of Marine Corps personnel.

(3) Coordinate the resolution of Marine Corps NTSP issues.

(4) Coordinate efforts to implement NTSPs and resolve issues affecting Marine Corps resources.

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(5) Serve as TRPPM Advisory Board member to support joint Navy and Marine Corps training programs.

s. **Fleet Commanders in Chief (FLTCINC)**. Review TRPPM-generated MPT requirements and provide inputs as requested. In addition FLTCINCs will serve as a TRPPM Advisory Board member, support FPTs as required, and participate in NTSPCs.

t. **Naval Safety Center**. Provide safety related technical assistance to the DA and TA in developing curricula, training equipment, TDs and simulators and audio visual aids. The Naval Safety Center will review the NTSP and recommend appropriate changes to correct training deficiencies that may impact safety.

u. **All Activities**. Revise cognizant directives and instructions pertaining to training requirements determination and policy to comply with this instruction.

10. **Action**. OPNAV activities will ensure that:

a. All analyses and planning required by this instruction are performed as appropriate in support of an acquisition in accordance with the policies, procedures, and responsibilities of this instruction. Tailoring of, and deviation from, the requirements of this instruction must be submitted to the program/resource sponsor for approval via CNO (N7).

b. All NTSPs and training planning documentation required by this instruction, and initiated after the effective date of this instruction, are prepared using the guidelines and format as per references (e), (f), and (j) or in the format prescribed by the MAPP.

c. If MAPP is used, all requirements and guidance of this instruction and reference (j) must be met.

d. Existing NTSPs and training planning documents required by this instruction, and those that are already drafted and in the proposed stage on the effective date of this instruction need not comply at the next update unless otherwise directed by the program sponsor and CNO (N7).

11. **Reports and Forms**

a. The reporting requirements contained in this instruction are exempt from reports control per SECNAVINST 5214.2B.

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b. The following form is required by this instruction:
OPNAV Form 1500/40, Technical Training Equipment Sustaining
(Delivery) and Support Form.

P. A. Tracey
P. A. TRACEY
Director of Naval Training

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CANCELED OPNAV INSTRUCTIONS, PUBLICATIONS, AND FORMS

The following OPNAV instructions and publications are canceled by this instruction:

OPNAVINST 1500.8M, "Navy Training Planning Process," 18 September 1986

OPNAVINST 1543.49B, "Technical Training Equipment (TTE) Acquisition and Management," 11 December 1989

OPNAVINST 4490.2C, "Availability of Operational Equipment and Technical Manuals for Training Purposes," 20 December 1985

OPNAVINST 5000.50A, "Navy Training Simulator and Device Acquisition and Management," 12 August 1987

OPNAVINST 5311.7, "Determining Manpower, Personnel, and Training (MPT) Requirements for Navy Acquisitions," 12 August 1985

OPNAV P-111-1-86, "Navy Training Plan Manual," July 1986.

OPNAV P-111-1-87, "HARDMAN Methodology: Equipment/System/Subsystem," September 1987

OPNAV P-111-2-85, "HARDMAN Methodology: Aviation," September 1987

OPNAV P-111-3-85, "HARDMAN Methodology: Total Ship," January 1986

OPNAV P-111-4-85, "MPT Data Sources Directory: Analyst Guide," May 1985

OPNAV P-111-8-85, "HARDMAN Equipment/System/Subsystem MPT Concept Document Review Guide," May 1988

OPNAV P-111-9-85, "HARDMAN Equipment/System/Subsystem MPT Resource Requirements Document Review Guide," May 1988

OPNAV P-111-10-85, "HARDMAN Aviation MPT Concept Document Review Guide," May 1988

OPNAV P-111-11-85, "HARDMAN Aviation MPT Resource Requirements Document Review Guide," April 1988

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OPNAV P-111-12-85, "The Program Manager's MPT Advisory Board Guide," July 1988

OPNAV P-111-13-85, "The Program Manager's Guide to Early MPT Planning," September 1987

The following form requirement is canceled by this instruction:

Form Symbol	Authorizing Document
OPNAV 1543/1	OPNAVINST 1543.49B

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DEFINITIONS

Applicable definitions are as follows:

1. **Billet Training Profile (BTP)**. Included in Total Ship NTSPs and as an annex A to Reserve Program NTSPs to document specific training required for each billet, including course and training description, periodicity, course number, reference, and training points. Used to construct Reserve Billet Training Requirements by Commander, Naval Reserve Force.
2. **Commercial-off-the-Shelf (COTS)**. A procurement approach for NDIs which are available in the commercial marketplace. See non-developmental items (NDI).
3. **Developing Activity (DA)**. The SYSCOM, PEO, or DRPM assigned responsibility for the development, test and evaluation of a weapon system, subsystem or item of equipment or the agency assigned by the program sponsor or the cognizant SYSCOM to undertake the management and technical responsibility of the development.
4. **Equipment Facility Requirements (EFR)**. The means by which the Navy coordinates the design, acquisition, and incorporation of the facilities to support a training system in a schoolhouse. The policy and procedures for EFR development are delineated in reference (u). The DA is responsible for initiating EFR development and ensuring timely updates.
5. **Equipment Requirement List (ERL)**. Generated by naval aviation training activities to identify equipment required to meet the learning objectives of a given course and are approved and programmed by the CNO resource sponsor.
6. **HARDMAN Methodology**. The HARDMAN program, which has been replaced by TRPPM, provided an integrated approach to MPT analysis and planning consistent with the requirements of DOD directives, Navy instructions, military standards and logistic support analysis.
7. **Initial Operational Capability (IOC)**. The first attainment of the capability to employ effectively a weapon, item of equipment, or system of approved specific characteristics.
8. **Logistics Support Analysis (LSA)**. The LSA is a process that focuses management attention on achieving a balance of readiness, operational capability, cost, and logistic support requirements for the acquisition of a weapon system. The LSA provides the

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integrated logistics support manager with a means of integrating the individual logistic support elements into a total support system. It also provides the opportunity for a logistics input to the equipment design process with the following objectives: hardware design to reduce the need for logistic support, identification of the logistics resources (e.g., manpower, parts, test equipment) that will be needed to support the hardware when deployed, and assessment of the supportability of the system/equipment to ensure that specified requirements are met.

9. **Logistics Support Analysis Record (LSAR)**. The LSAR is the medium for systematically recording LSA data pertaining to the identification of logistic support resource requirements of a system or equipment. The data is generated by the LSA tasks described in the MIL-PRF-49506, Logistics Management Information, and by related design and system engineering tasks.

10. **Master Program Plan (MAPP)**. The MAPP is an alternative method of documenting acquisition planning and management data. It consolidates the requirements of numerous program plans. The data elements for the NTSP, TEEP, MC, and EFR are among those incorporated into the MAPP. If MAPP is used, all requirements and guidance of this instruction and reference (j) must be met.

11. **Metrology Automated System for Uniform Recall and Reporting (MEASURE)**. An information system for the collection of technical and management data in support of the metrology calibration (METCAL) and test and monitoring system (TAMS) programs. The program provides calibration and recall scheduling, calibration and repair action documentation, and a test and monitoring systems format.

12. **Military Characteristics (MC) Document**. Required characteristics of a TD, which define the military functions it must be capable of performing or simulating. Military characteristics include physical and operational characteristics, but not technical characteristics. The military characteristics are documented in either the MC per reference (j), or the MAPP in accordance with reference (k). If MAPP is used, all requirements and guidance of this instruction and reference (j) must be met.

13. **Minor Repair and Calibration (MR&CAL)**. The program that provides for minor repair and calibration of test equipment located at all shore based training activities.

14. **Navy Training System Plan (NTSP)**. The principal document for defining manpower, personnel, and training requirements and

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resources for new developments (formerly the Navy Training Plan (NTP)). The NTSP is a life cycle document, which identifies the resources required to establish and maintain an effective training program throughout the life cycle of the new development. It controls planning for meeting the training requirements of the new development, and identifying personnel required to install, operate, maintain, or otherwise use the new development being introduced into the Navy. The NTSP is documented in the format prescribed in reference (j), or in the MAPP in accordance with reference (k). If MAPP is used, all requirements and guidance of this instruction and reference (j) must be met.

15. **Non-Developmental Item (NDI).** Any hardware or software item that does not require development, such as commercially available items, items developed by other services or agencies, or items developed by foreign governments with which the U.S. Government has a mutual cooperation agreement. Items requiring only minor modification to meet the established requirements of the procuring agency are also considered NDI.

16. **OPNAV Principal Official (OPO).** The CNO, Vice CNO (VCNO), Deputy CNOs, Directors of major offices, and the Special Assistants to CNO.

17. **Program Management Office (PMO).** The program manager, supported by a PMO, is directly responsible for the acquisition of a weapon system and its associated ILS.

18. **Ready for Training (RFT).** The date a training system and its associated logistics, maintenance, syllabus, and instructors are certified to be available for training at the training site.

19. **Systems Command (SYSCOM).** The SYSCOMs are responsible for implementing policy and procedures for execution of assigned acquisition programs. They manage the Integrated Logistics Support Plan (ILSP) through their functional and program management organizations. For each weapon system or equipment acquisition for which the SYSCOMs are responsible, a PM, PMO, and ILS manager are normally designated.

20. **Technical Training Equipment (TTE).** Investment cost end items of operational equipment, devoted to the training and instruction of naval personnel, for which PMs or PEOs/SYSCOMs/DRPMs have the responsibility for the design, development, modernization or selection for service or special use.

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21. **Training Device (TD) or Simulator.** Hardware and software which have been designed or modified exclusively for training purposes involving, to some degree, simulation or stimulation in its construction or operation, so as to demonstrate or illustrate a concept or simulate an operational circumstance or environment.

22. **Training Effectiveness Evaluation (TEE).** An analysis of training capability and potential value of a training system in enabling students to achieve program learning objectives.

23. **Training Effectiveness Evaluation Agent (TEEA).** The program sponsor's selection as to who, or what organization, is to conduct the TEE. The TEEA must have no organizational conflict of interest, must possess or be provided dedicated resources, and must be able to report results directly to the program sponsor. The TEEA could be the TA, sponsor, DA, PEO/SYSCOM/DRPM, contractor, or a team of personnel from these organizations (with a designated lead activity). Results of a TEE will be provided in a letter signed by the senior member of the TEEA or lead activity.

24. **Training Effectiveness Evaluation Plan (TEEP).** A plan for evaluating the effectiveness of a training system in meeting its criteria for specific training objectives.

25. **Training Planning Process Methodology (TRPPM)** (formerly HARDMAN Methodology). The TRPPM program provides an integrated approach to early MPT analysis and planning consistent with the requirements of DOD directives, Navy instructions, military standards and logistic support analysis. It supports the NTSP and manpower and training planning and programming processes.

26. **Training System.** The curriculum materials, classroom aids, TDs and simulators, technical training equipment, and other equipment used to train active duty and reserve military personnel and selected civilians to operate, maintain, and employ a weapon system. This includes individual and team training, initial and follow-on training, on-the-job training, proficiency training, and the facilities and logistic support for TDs, simulators, and equipment.

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ACRONYMS

ACAT	Acquisition Category
AIS	Automated Information System
AMD	Activity Manning Document
BTP	Billet Training Profile
CASREP	Casualty Report
CFE	Contractor Furnished Equipment
CID	Commercial Item Description
CM	Configuration Management
CMC	Commandant of the Marine Corps
CNET	Chief of Naval Education and Training
CNO	Chief of Naval Operations
COMNAVSEASYSKOM	Commander Naval Sea Systems Command
COTS	Commercial-off-the-Shelf
DA	Developing Activity
DCNO	Deputy Chief of Naval Operations
DID	Data Item Description
DOD	Department of Defense
DON	Department of the Navy
DP	Development Plan
DRPM	Direct Reporting Program Manager
EFR	Equipment Facility Requirements
ERL	Equipment Requirements List
ETE	Electronic Test Equipment
FEA	Front End Analysis
FID	Fault Insertion Device
FLTCINC	Fleet Commander in Chief
FPT	Fleet Project Team
FYDP	Future Years Defense Program
GFE	Government Furnished Equipment
GPETE	General Purpose Electronic Test Equipment
HARDMAN	Military Manpower/Hardware Integration
HSI	Human Systems Integration
IETM	Interactive Electronic Technical Manuals
ILS	Integrated Logistics Support
IOC	Initial Operational Capability
ISD	Instructional Systems Development
LSA	Logistics Support Analysis
LSAR	Logistic Support Analysis Record

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ACRONYMS

MAM	Maintenance Assist Module
MAPP	Master Program Plan
MC	Military Characteristics
MCCDC	Marine Corps Combat Development Command
MCRDAC	Marine Corps Research, Development, and Acquisition Command
MEASURE	Metrology Automated System for Uniform Recall and Reporting
METCAL	Metrology Calibration
MIP	Maintenance Index Page
MPT	Manpower, Personnel, and Training
MPTCD	Manpower, Personnel, and Training Concept Document
MPTRRD	Manpower, Personnel, and Training Resource Requirements Document
MR&CAL	Minor Repair/Calibration
MRC	Maintenance Requirement Card
NAVAIRWARCENTRASYS DIV	Naval Air Warfare Center Training System Division
NAVMAC	Navy Manpower Analysis Center
NDI	Non-Developmental Item
NEC	Navy Enlisted Classification
NODB	Navy Occupational Data Base
NOTAL	Not to all
NTP	Navy Training Plan
NTSP	Navy Training System Plan
NTSPC	Navy Training System Plan Conference
OPEVAL	Operational Evaluation
OPNAV	Office of the Chief of Naval Operations
OPO	OPNAV Principal Official
ORD	Operational Requirements Document
OSD	Office of the Secretary of the Defense
PEO	Program Executive Officer
PFM	Prefaulted Module
PM	Program Manager or Preventive Maintenance
PMO	Program Management Office
PMS	Planned Maintenance System
POM	Program Objective Memorandum
PPBS	Planning, Programming, and Budgeting System
PSMD	Preliminary Ship Manpower Document
PSQMD	Preliminary Squadron Manpower Document

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ACRONYMS

QA&R	Quality Assurance and Revalidation
RD&A	Research, Development, and Acquisition
RDT&E	Research, Development, Test, and Evaluation
RFT	Ready for Training
SAT	Systems Approach to Training
SECDEF	Secretary of Defense
SECNAV	Secretary of Navy
SME	Subject Matter Expert
SNDL	Standard Navy Distribution List
SPETE	Special Purpose Electronic Test Equipment
STEAP	Shore Test Equipment Allowance Program
SYSCOM	Systems Command
TA	Training Agency
TAMS	Test and Monitoring System
TD	Training Device
TDRD	Training Device Requirements Document
TEE	Training Effectiveness Evaluation
TEEA	Training Effectiveness Evaluation Agent
TEEP	Training Effectiveness Evaluation Plan
TRPPM	Training Planning Process Methodology
TSA	Training Support Agency
TTE	Technical Training Equipment
TYCOM	Type Commander